

## **ASSISTANT DIRECTOR OF FIRE PREVENTION**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the fire department division concerned with enforcement of fire prevention codes and fire investigations. Employees of this class personally perform inspections and investigations and supervise lower ranking employees who perform such inspections and investigations. In addition to inspection duties, the assistant director also assists in the administrative functions of the bureau and in assigned public relations duties. A certain amount of risk is associated with the investigative duties assigned and employees of this class may be required to carry and operate firearms. All duties are performed independently under the general supervision of the director of fire prevention. This class ranks directly below that of Director of Fire Prevention.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects schools and institutional buildings; checks buildings for violations of fire codes in areas such as fire extinguishers, exit doors and lights, general housekeeping, outside accessibility to buildings; discusses inspection findings with building owner/manager and makes recommendations for the correction of fire hazards;

Reinspects buildings where violations of fire codes occurred; issues written warnings for uncorrected violations; prepares records and reports necessary on uncorrected violations; takes legal steps to close businesses or buildings with serious uncorrected violations; testifies in court when required;

Gives lectures, talks, demonstrations on fire prevention subjects to schools, clubs, etc.; answers questions on fire prevention for the public by phone or in person; replies to correspondence concerning fire prevention problems; consults with institutions or large companies on fire prevention problems;

Fills in forms and keeps all records required of work performed; writes narrative reports when necessary;

Inspects scene of fire to determine cause and origin of fire; works with designated law enforcement personnel to gather evidence of arson; searches for, collects, labels, and protects

the chain of custody of evidence;

Supervises lower ranking inspector/investigators; reviews records and reports written by subordinates; discusses work performance with subordinates; provides technical assistance to subordinates on work projects and problems; informally trains new personnel in the fire prevention bureau;

Issues tickets for violations of fire codes; conducts fire drills;

Assists director of the bureau in preparing budget for the division.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be a regular and permanent employee in good standing in the class of Fire Inspector/Investigator and must have at least one (1) year's service in that class.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.